

## CHAPTER 5

### CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

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#### 5.1 PURPOSE

This Chapter provides guidance to Agricultural Marketing Service (AMS) programs in developing and implementing lockout/tagout procedures for the protection of AMS employees from the unintentional energizing (start-up) of power sources or unexpected release of stored energy which could cause death or injury to employees.

#### 5.2 DEFINITIONS

A. Affected Employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing, maintenance, or a sanitation inspection is being performed under lockout/tagout, or whose job requires him/her to work in an area in which such work is being performed.

B. Authorized Employee. A trained and qualified person who locks out or tags out workplace machines and equipment in order that servicing, maintenance, or sanitation inspections may be performed.

C. Energized. Connected to an energy source or containing residual or stored energy.

D. Energy Isolating Device. A mechanical device that physically prevents the transmission or release of energy. The term does not include push button, selector switch, or other control circuit type devices.

E. Energy Source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

F. Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

G. Lockout Device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment.

H. Servicing and/or Maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

I. Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

J. Tagout Device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed by authorized employee(s).

### 5.3 POLICY

It is the policy of the AMS that all equipment and machinery be locked out and/or tagged out to protect employees against accidental or inadvertent machine or equipment energization or startup during any servicing, maintenance, or sanitation inspection. This lockout/tagout procedure shall be conducted in accordance with this Chapter and the requirements as set forth by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.147 (OSHA - Control of Hazardous Energy) (lockout/tagout),

29 CFR 1910.333 (OSHA - Selection and Use of Work Practices), and the program/policy of the plant or facility within which AMS provides inspection services.

### 5.4 RESPONSIBILITIES

Each AMS Program having a need for accomplishing repairs, maintenance, or sanitation inspections on any powered equipment/process, is responsible for maintaining written guidelines and implementing a lockout/tagout program. The private employer's program may be followed provided it meets the requirements in Section 5.3, above.

A. Supervisors shall be responsible for:

1. Ensuring a lockout/tagout program is being implemented;
2. Ensuring each authorized and affected employee is trained on the requirements of the lockout/tagout program and that documented evidence is available reflecting that initial and annual refresher training has been conducted;
3. Ensuring each authorized employee has sufficient locks and tags to be used for the task;
4. Ensuring and verifying machine or equipment has been properly de-energized.

B. Employees shall be responsible for knowing, understanding, observing, and adhering to established lockout/tagout procedures.

#### 5.5 BASIC LOCKOUT/TAGOUT PROCEDURES

Specific procedures for control of hazardous energy sources must be developed for each piece of equipment before any maintenance, servicing, or sanitation inspection is performed on it. The authorized employee shall:

A. Notify all affected employees in the area where a lockout/tagout device is going to be utilized and the reason, prior to installation of the lockout device. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

B. If the machine is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

C. Operate the switch, valve, or any other energy isolating device so that the machine or equipment is isolated from its energy source. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressures, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

D. Lock out the energy isolating devices with assigned lock (s) and identification tag(s).

1. Each employee who is responsible for locking and tagging shall have his/her own lock and key.

2. If more than one employee is involved, multiple locking and tagging devices shall be used.

3. The employee shall never use another employee's lock and never lend his/her own lock.

4. When all energy sources are locked, the employee shall apply a tag to the power source, and make sure the tag is filled out completely and correctly.

E. After ensuring that no personnel are exposed, check that the energy source(s) have been disconnected by operating the controls to make certain the equipment will not operate.

F. Return all operating controls to "neutral" or "off" position.

## 5.6 ELECTRICAL WORK

A. Electrical work requires a lock and a tag to be used together. However, a tag can be used by itself if the electrical disconnecting source does not have lockout capabilities.

B. A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment and machines to which employees will be exposed, and shall verify that the circuit elements and equipment/machine parts are de-energized.

## 5.7 RESTORING TO NORMAL PRODUCTION OPERATIONS

Once the servicing, maintenance, or sanitation inspection has been completed and the machine or equipment is ready for normal operation, the authorized employee shall:

A. Check the area around the machines or equipment to ensure that no one is exposed;

B. Notify all affected employees in the area that the lockout device and/or tag is about to be removed;

C. After all tools have been removed from the machine or equipment, guards have been reinstalled, and all employees are in the clear, remove all lockout/tagout devices;

D. Operate the energy isolating devices to restore energy to the machine.

**NOTE: Except in emergencies, each lockout device and/or tag must be removed by the employee who put it on.**

#### 5.8 PROCEDURES INVOLVING MORE THAN ONE PERSON

If more than one individual is required to lock out or tag out the machine or equipment, each shall place his/her own lockout device or tagout device on the energy isolating device. When an energy isolating device cannot accept multiple locks, a multiple lockout device (hasp) may be used. As each employee completes work and no longer needs protection, he/she shall remove his/her lockout device.

#### 5.9 SPECIAL SITUATIONS

Some situations may occur in the workplace that require additional procedures to perform safe lockout/tagout.

A. Removing Someone Else's Lock. A lock and/or tag may be removed by the supervisor or his/her designee under the following conditions:

1. The employee whose lock is to be removed is not available to remove the lock;
2. All reasonable efforts have been made to contact the employee to inform him/her that the lock and/or tag has been removed;
3. The employee is contacted and informed that the lock and/or tag has been removed prior to the employee starting work on the next shift.

B. Shift Changes. If maintenance, servicing, or inspection on a piece of machinery or equipment will extend beyond one shift, provisions shall be made to have employees from the new shift place their locks and/or tags on the lockout device before they begin work on the machine or equipment.

C. Temporary Re-activation. If the machine or equipment must be temporarily re-activated, all startup and lockout/tagout procedures must be followed.

#### 5.10 AMS AS A CONTRACTOR

In situations where AMS is considered to be the contractor and performs work in establishments of private employers, the private employer's lockout/tagout procedures shall be followed, unless otherwise indicated. When the private

employer's lockout/tagout program is followed by AMS, all applicable standard operating procedures shall be modified indicating this. Should the private employer's program be

found to be inadequate by the AMS supervisor responsible for AMS operations, employees shall not be required to perform those functions that will put them at risk.

#### 5.11 OUTSIDE CONTRACTORS

If outside contract personnel are to be engaged in activities in AMS spaces, the outside contractor will be informed about this Chapter, and understand and comply with it.

#### 5.12 EMPLOYEE TRAINING

Training shall be given to authorized, affected, and all other employees as required by 29 CFR 1910.147(c)(7). All lockout/tagout training shall be documented. AMS employees may attend training provided by the private employer if the AMS supervisor agrees that it meets AMS and OSHA requirements.

##### A. Initial Training.

1. Initial training shall be provided to ensure that the purpose and function of the energy control program is understood by all employees, and that the knowledge and skills required for the safe application, usage, and removal of energy controls are known.

2. All authorized employees shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means for isolation and control. Thereafter, any employee who becomes an authorized employee shall receive the appropriate training at the time of becoming authorized.

3. Employees shall be trained in the procedures of the private employer's energy control program (if applicable).

##### B. Retraining.

1. Retraining shall occur whenever there is a change in employee job assignment(s); a change in machine, equipment, or process that may present a new hazard; or when there is a change in the energy control procedure.

2. Additional retraining shall occur whenever a periodic

inspection reveals, or whenever an employee has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of procedures.

#### 5.13 PERIODIC INSPECTIONS

Periodically (at least annually), supervisors shall conduct reviews and/or inspections of the energy control (lockout/tagout) procedures to ensure procedures and requirements are met and to correct any deviations or inadequacies.

#### 5.14 QUESTIONS

All questions about control of hazardous energy sources should be directed to the AMS Safety and Occupational Health Program Manager.

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